

JOB OPENINGS

Order Number:

NY1470897

Company Name:

Precipart Group, Inc.

Job Title:

Director of Customer Accounts

Job Description:

Precipart, located in Farmingdale, NY, is searching for a client-centric Director of Customer Accounts to join our team. The Director of Customer Accounts will be responsible for overseeing and managing all aspects of customer accounts, ensuring excellent customer service and satisfaction. You will play a crucial role in developing and maintaining strong relationships with our key customers, maximizing customer retention, and driving revenue growth. Lead and manage a team of account managers, providing guidance, support, and mentorship to ensure high performance and achievement of departmental goals. Develop and implement strategies to build and maintain long-term relationships with key customers, understanding their needs, and proactively addressing any issues or concerns. Collaborate with cross functional teams, including business development, project management, sourcing, and manufacturing, to align customer account strategies with overall business objectives. Develop and execute effective customer account management plans to maximize customer satisfaction, retention, and loyalty. Ensure that the team is effectively responding to customer inquiries, complaints, and requests. Continuously evaluating and improving customer operations processes to enhance efficiency, productivity, and customer satisfaction. Establish and monitor customer account metrics and KPIs, identifying trends analyzing data, implement actions to drive improvements, and taking proactive measures to improve customer satisfaction and increase revenue. Ensure that customer interactions are handled professionally, promptly, and with a focus on providing excellent service. Stay up to date with industry trends and best practices in customer relationship management, bringing innovative ideas to enhance customer experience and drive customer loyalty. Collaborate with legal and the finance department to manage customer contracts, pricing, and negotiations, ensuring profitability and compliance with company policies. Serve as a point of escalation for customer issues, resolving conflicts, and finding solutions that meet both customer needs and company objectives. Prepare and present reports on customer account performance, including revenue forecasts, retention rates, and customer satisfaction levels, to senior management. Responsible for conforming with the companys quality management system requirements, as well as, contributing to its overall effectiveness, and the ultimate goals of customer satisfaction, product compliance and ethical practices/behavior. Personnel needs identification, hiring & termination recommendations, leadership, coaching/training, performance management, task assignment, policy dissemination, disciplinary action/documentation to personnel files, job description updates, etc. Establish department goals, plan & achieve department activities & objectives, analyze variances-initiate corrective actions, problem resolution, propose/support/implement new & improved approaches/methods, etc. Mentor key department staff to promote development for the purpose of individuals personal growth, improved decision making and potential succession planning identification in support of company objectives and group goals. Bachelors degree in engineering, business administration, marketing, or other related field. Minimum 5 years experience working in a regulated environment or a combination of education and experience. Minimum of 3 years experience managing a team. Proven experience in a similar role, preferably as a Director of Customer Accounts or a related leadership position within a customer-focused organization. Excellent leadership and people management skills, with a track record of successfully leading and motivating teams.

Job Location:

Farmingdale, New York

Duration:

Full Time, Regular

Minimum Education Required:

Bachelor's Degree

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://www.precipart.com/careers>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471552

Company Name:

Randstad

Job Title:

Production Mechanic

Job Description:

Mechanical and electronic repairs of all equipment including printers, inserters and mail sorting equipment. Responding to equipment break down or emergency situations with urgency. Reading and interpreting technical service bulletins and manuals to develop troubleshooting plans for problems. Evaluating and assessing equipment problems by troubleshooting and completing repairs in a timely manner and knowing when to raise the issue to enlist the expertise of vendors, contractors or management to aid in the problem resolution process. Consistently using inventory systems and maintaining the spare parts/supply inventory. Providing on-the-job training to less experienced associates as needed. Experience trouble-shooting and repairing complex mechanical equipment including a minimum of two years of experience in maintaining and repairing high speed automated machinery is required. Experience working with Pitney Bowes high speed inserters and mail sortation equipment is preferred. Completed ACDC theory course from an accredited institution or equivalent vocational/military training or work experience is required. A+ certification is a plus. Excellent analytical skills, including the ability to troubleshoot equipment problems, establish priorities, and work under deadline pressures. A self-starter with strong customer service skills. Significant amount of standing, walking, and lifting at least 50 pounds required. Hours: 630am-3pm, and 5am-5pm when busy. Must be available for weekends as business needs dictate. Salary: \$19-21 per hour We offer many Benefits including Medical, Dental, 401k, on site cafe, many annual celebrations and more...

Job Location:

Brentwood, New York

Benefits:

Health Insurance, Dental Insurance, Holidays, Retirement/Pension

Duration:

Full Time, Regular

Minimum Education Required:

High School Diploma

How to Apply:

To apply, contact the employer by email:

Email: Stephanie.haid@randstadusa.com

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1470704

Company Name:

Altaire Pharmaceuticals Inc

Job Title:

Janitor/Porter

Job Description:

Immediate openings for Custodian at Established Sterile Pharmaceutical Manufacturer. Privately held American pharmaceutical manufacturing company located in Riverhead, NY. Proven Management Team with decades of experience and knowledge. Managers and key employees provide hands-on training to employees. Great opportunity for career development and professional growth. Qualifications: * High School diploma or equivalent. * Attention to detail, good active listening skills, and good personal hygiene. * Ability to follow written procedures. * Job requires standing or walking for extended periods of time and being able to lift at least 30 pounds. * Janitorial experience preferred. Responsibilities include: sweeping, mopping, vacuuming floors; cleaning restrooms, and restocking paper and soap supplies; empty trash receptacles, disposes trash into compactor or dumpster, and bags trash for proper disposal; perform snow removal activities and minor lawn maintenance; building maintenance i.e. paint rooms, replacing light bulbs, or other similar activities; and perform light repair work on various pieces of equipment. Salary commensurate with experience; approximately \$ 15-\$20/hour.

Job Location:

Riverhead, New York

Pay:

\$15.00 - \$20.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Minimum Education Required:

GED

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: Sawaya, Michael (631) 722-5988 ext. 15

Email: otcdruggist@aol.com

BUSINESS SERVICES

Gina Romano, Business Services Representative

JOB OPENINGS

Order Number:

NY1470710

Company Name:

Barnwell House of Tires, Inc.

Job Title:

Fleet/Truck Mechanic

Minimum Experience Required:

3 years

Job Description:

Join a team that will show you respect for your knowledge and believes in working as a team! We are seeking an experienced Truck Mechanic to join our team. The ideal candidate will have a strong background in diesel engine repair and maintenance, experience with working with heavy-duty trucks and trailers and a commitment to safety and quality workmanship. Key Responsibilities: * Diagnose and repair faults in diesel engines, transmissions, brakes and other mechanical systems. * Perform routine maintenance tasks such as oil changes, tire rotations and fluid checks. * Conduct inspections to identify potential issues and recommend necessary repairs. * Use diagnostic equipment to troubleshoot and identify problems. * Ensure all work is completed in compliance with safety regulations and company policies. * Maintain accurate records of all maintenance and repairs performed. * Communicated effectively with team members. Qualifications: * 3+ years' experience as a truck mechanic. * Experience working with diesel engines, transmissions and brakes. * Strong diagnostic and problem solving. * Excellent communication and teamwork skills. * Valid and clean driver's license. * **MUST HAVE OWN TOOLS**

Job Location:

Central Islip, New York

Pay:

\$27.00 - \$38.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer by email:

Email: sbromberg@barnwelltire.com

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1470645

Company Name:

Boss Facility Services Inc.

Job Title:

Service Account Coordinator

Job Description:

Service Account Coordinator BOSS Facility Services is hiring for Client focused, detail oriented individuals with exceptional organization and communication (writing, speaking and listening) skills for Account Coordinator I positions in our Service Department. These positions are full time and requires employees to be on site from 8:00 a.m. to 5:00 p.m., Monday through Friday. Some overtime, including weekends, may be required. Reliable individuals with a strong work ethic who can effectively multitask in a fast paced work setting are strongly encouraged to apply. Our ideal candidates must have Office 365 experience and understand the importance of customer service as well as the urgency it often requires. Duties will include but are not limited to assisting Account Managers in the Service Department with: Running a board of already completed work orders. Obtaining completion photos. Obtaining final cost with break down. Confirming completion with location manager. Confirming ticket is closed out on a third party website. Properly documenting notes as well as close out documents. Following up monitoring ordered materials. Performing other duties as assigned to assist the Account Manager. Please Note: Training is provided on in house software. Individual must be highly organized, resourceful and results oriented, with the desire and ability to take the initiative and multitask on a fast paced service oriented environment that is focused on growth. Our expectation is that you are career oriented and should be interested in furthering your professional development in our field. Competitive salary Company Paid STD, LTD, Life AD&D Insurance, dental and vision plans, PTO and benefits package Generous PTO and Paid Holidays Medical Insurance at 60 percent employer and 40 percent employee share. Family/dependent medical insurance is available. 5 optional voluntary life benefits, as well as an FSA. Generous 401(k) plan that includes discretionary profit sharing and safe harbor contributions after six months of consecutive employment. Salary range starts from 18.00 and up, dependent on experience. Company Overview: BOSS Facility Services is a national maintenance organization that is truly Built on Superior Service. BOSS commitment to delivering both industry leading service at fair prices and superior communication with our clients has resulted in a rapidly expanding customer base. Our staff brings together years of hands on expertise across a wide array of industries such as HVAC R, electrical, lighting, plumbing, and general maintenance throughout the continental United States, Hawaii, Puerto Rico, and Canada. The result is an unparalleled attention to detail and the ability to bring the correct human and technical resources to a job in order to fix the problem right the first time. BOSS Facility Services is dedicated in providing our customers with a superior level of service. Our culture is team oriented and fast paced. We work hard and we play hard with seasonal celebrations, summer office BBQs and events. BOSS Facility Services, Inc., is an equal opportunity employer. Job Type Full time

Job Location:

Ronkonkoma, New York

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Minimum Education Required:

GED

How to Apply:

To apply, contact the employer by email:

Email: jobs@bossfacilityservices.com

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471218

Company Name:

Catholic Charities of LI

Job Title:

DSP/Medical Care Counselor

Job Description:

FT DSP/MEDICAL CARE COUNSELORS - Residential Services for Developmentally Disabled Adults (6:00 am - 2:00 pm, Mon. - Fri.) Huntington Station and Babylon, LI, (8:00 am - 4:00 pm, Mon. - Fri.) Aquebogue, LI, (7:00 am - 3:00 pm, Mon. - Fri.) Hampton Bays, LI. Starting Pay Rate: \$17.00 - 17.50/hr. **\$2000 Sign-On Bonus** for DSP/MCC new hires (Based on scheduled hours) If you would find it rewarding to provide compassionate care and coordination of medical/psychiatric services for our adults with developmental disabilities, please consider working as a DSP/Medical Care Counselor.

POSITION DESCRIPTION: The DSP/Medical Care Counselor will coordinate all medical and psychiatric care for group home residents. This position reports to a Nurse Manager who will provide training and support for the position. IN THIS ROLE, YOU WILL: * Work closely with medical staff to monitor & provide a daily assessment of residents' overall medical status; * Ensure proper documentation of treatment; * Accompany residents on all medical/psychiatric appointments & coordinate appropriate follow-up care with healthcare providers; * Assist medical staff in delivering in-service staff training to ensure continuous regulatory compliance; * Maintain medication inventory. BENEFITS INCLUDE: 3 weeks' vacation, 18 paid holidays, health/dental insurance plans, free life insurance, and retirement savings plan. BASIC REQUIREMENTS: * HSD/GED plus experience working with Developmentally Disabled Adults preferred. * C.N.A. or equivalent training is helpful. * Clean, valid NYS Driver's License. OUR IDEAL CANDIDATE WILL PROSSESS: * A desire to provide and facilitate "person-centered" care; * The ability to work closely and effectively with House Managers, internal/external medical staff and providers; * A collaborative, team approach to sharing expertise and transfer of specialized knowledge to staff. TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516.733.7038 Please reference "MCC" in the subject line of your email. A complete list of our job opportunities can be found at www.catholiccharities.cc/careers Catholic Charities of Long Island - An Equal Opportunity Employer

Job Location:

Multiple Location, New York

Pay:

\$17.00 Hourly

Work Days:

Monday thru Friday

How to Apply:

To apply, contact the employer in person, or on-line:

Hicksville, Mini Job Fair

Thursday, July 20, 2023 From 11am - 2pm

Hicksville Career Center - 301 W. Old Country Road

Hicksville, NY 11801

Web-site: <http://www.catholiccharities.cc/careers>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471301

Company Name:

Catholic Charities of LI

Job Title:

P/T Certified Recovery Peer Advocate

Job Description:

Part-Time Certified Recovery Peer Advocate. Addition Treatment Services Clinic, Hampton Bays, LI. (Work Schedule: 2 days per week: 9 am - 5pm + 1 pm - 9 pm). **POSITION DESCRIPTION:** We are seeking a part-time Certified Recovery Peer Advocate with lived experience who will extend "Care with Dignity, Life with Hope" by serving as a support for our clients' recovery. In this role, you will provide peer support, advocacy and linkage services to individuals and/or their families who are experiencing substance use disorders. **RESPONSIBILITIES:** Utilize life experience to engage people, within the program and in the community, developing brief person-centered service plans and providing referrals to needed services. Assist counselors with referring clients to alternative levels of care when clinically indicated. Work collaboratively with Hospital Screening Brief Intervention and Referral Treatment Health Coaches to assess individuals' needs and connect them to treatment and other support services across Suffolk County. Remain actively involved and follow up with individuals and/or families after their hospital discharge. Promote the Program through information, education and outreach to local communities, agencies and legal/medical professionals. Participate in community events, such as Narcan Trainings, Fairs and Forums. Collect data to assist reporting to funding sources. Document and report contacts to Program Director. **TO APPLY -** Email resume to: jobs@catholiccharities.cc or fax to: 516-733-7038 Please reference "Bilingual Immigration Counselor: in subject line of your email. A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers. Catholic Charities of Long Island - An Equal Opportunity Employer

Job Location:

Hampton Bays, New York

Duration:

Part Time, Regular

Minimum Education Required:

High School Diploma

How to Apply:

To apply, contact the employer in person:
Hicksville , Mini Job Fair
Thursday, July 20, 2023 From 11am - 2pm
Hicksville Career Center - 301 W. Old Country Road
Hicksville, NY 11801
Web-site: <http://www.catholiccharities.cc/careers>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471279

Company Name:

Catholic Charities of LI

Job Title:

Bilingual Immigration Counselor

Job Description:

Bilingual (Spanish/English) Immigration Counselor. Immigrant Services Program, Amityville, LI. PROGRAM DESCRIPTION: Comprehensive, reliable legal counseling is the backbone of our immigrant services. Our counselors handle cases involving adjustments of immigration status, family reunification, work authorizations, political asylum, visa extensions, citizenship applications, and human trafficking. POSITION DESCRIPTION: We are seeking a bilingual Spanish/English counselor/case worker with a 4 year degree and a relevant background in casework/advocacy or legal advisement. In this role, you will need to maintain an in-depth understanding of complex and frequently changing immigration laws, regulations and procedures on behalf of clients. Our ideal candidate will have acquired enough specialized knowledge to lead to the BIA Accredited Immigration Counselor credential within 18 months in the position. This position is full-time with a benefits package that includes vacation, sick, personal time off as well as 18 paid holidays, health/dental, free life insurance, and retirement savings program. KEY ACTIVITIES: Assess clients' immigration service needs. Counsel clients on immigration matters, offering thorough and accurate advisement, and referrals to applicable service organizations. Facilitate collection of client data and completion of necessary documents and case preparation for submission to USCIS. Provide information/training to interested groups at parishes and other community organizations; Maintain timely and accurate case notes, client data and documents; compile/develop statistical reports using office software. REQUIREMENTS: bachelor's degree. Written/verbal fluency in Spanish/English. At least 2 years related experience that demonstrates ability to understand and convey complex and rapidly changing immigration laws and regulations. Strong communication and interpersonal skills to transfer knowledge to a diverse group of clients with varying degrees of understanding of immigration policies. Well developed client service and problem-solving skills. Valid NYS Driver's License and willingness to travel island wide to various parishes, community-based programs and immigration offices. TO APPLY - Email resume to: jobs@catholiccharities.cc or fax to: 516-733-7038 Please reference "Bilingual Immigration Counselor: in subject line of your email. A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers. Catholic Charities of Long Island - An Equal Opportunity Employer

Job Location:

Amityville, New York

Minimum Education Required:

Bachelor's Degree

How to Apply:

To apply, contact the employer in person:

Hicksville , Mini Job Fair

Thursday, July 20, 2023 From 11am - 2pm

Hicksville Career Center - 301 W. Old Country Road Hicksville, NY 11801

Web-site: <http://www.catholiccharities.cc/careers>

BUSINESS SERVICES

Gina Romano, Business Services Representative

JOB OPENINGS

Order Number:

NY1471227

Company Name:

Catholic Charities of LI

Job Title:

Benefits & Entitlements Specialist

Job Description:

Benefits & Entitlement Specialist. Residential Services Program - Amityville, LI. We are always looking for individuals to join the mission of Catholic Charities and provide "Care with Dignity...Life with Hope" to our 100+ developmentally disabled adults in our Residential Services Program residing in 12 group homes across Long Island. POSITION DESCRIPTION: Reporting to the Benefits and Entitlements Coordinator, the Benefits & Entitlements Specialist will provide financial and entitlement oversight to the individuals supported in OPWDD Residential Program. In this role, you will work closely with the Benefits and Entitlement Coordinator to maintain the operational flow of benefits-related finances into and out of the Agency and individual accounts. A full benefits package accompanies the position including generous time off, 18 paid holidays, health/dental, free life insurance, and a retirement savings program. RESPONSIBILITIES: Complete applications for entitlements/benefits for which individuals are eligible. Includes new applications, recertifications, rep payee reports* Prepare documentation and notification to Social Security/Social Services/Office of Temporary and Disability Assistance representatives as to changes to an individual's status, including admission, discharge, and transfers* Perform monthly processing of Food Stamp benefits and annual HEAP benefits* Perform monthly review of individuals' ledger and supporting documentation, validating purchases made and ensuring accuracy of finances. Identify & report significant notations, discrepancies, trends and concerns* Conduct a minimum of 2 random financial audits each month. BASIC REQUIREMENTS: Associate's Degree required. Bachelor's Degree preferred. 1-2 years' experience with Social Security & Medicaid applications/benefits(preferred.) 1-2 years' experience working in the field of Office for Persons with Developmental Disabilities (OPWDD) (preferred). 1-2 years' experience with Microsoft Office Suite emphasizing Excel spreadsheets. Ability to multitask large volume of work. Ability to maintain strong attention to detail. Valid Current NYS Driver's License. Ability to travel to all the residences in Nassau and Suffolk County. TO APPLY - Email resume & cover letter of interest to: jobs@catholiccharities.cc OR Fax to: 516-733-7038. Please reference "Benefits & Entitlements Specialist" in subject line of your email. A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers. Catholic Charities of Long Island - An Equal Opportunity Employer.

Job Location:

Amityville, New York

Minimum Education Required:

Associate degree

How to Apply:

To apply, contact the employer in person:

Hicksville , Mini Job Fair

Thursday, July 20, 2023 From 11am - 2pm

Hicksville Career Center - 301 W. Old Country Road Hicksville, NY 11801

Web-site: <http://www.catholiccharities.cc/careers>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471235

Company Name:

Catholic Charities of LI

Job Title:

P/T Staffing and Support Facilitator

Job Description:

PART-TIME STAFFING AND SUPPORT FACILITATOR - Amityville, LI. 25 hrs./week - Monday - Friday. Residential Services for Developmentally Disabled Adults. PROGRAM DESCRIPTION: Catholic Charities operates 12 community residences on LI where 100+ residents with developmental disabilities are helped to achieve their highest level of functioning and to participate fully in the surrounding community. POSITION DESCRIPTION: The Staffing and Support Facilitator oversees the Residential Program's staffing by monitoring hiring, training, and scheduling processes in accordance with Program Policies and Procedures. In this role, you will collaborate with Residence Managers and Residentials Coordinators to assess and expedite staffing and training requirements. KEY RESPONSIBILITIES: Coordinate with Residence Managers and Residential Coordinators to monitor master schedules in all homes to ensure vacancies are shared with Human Resources. Initiate interview process for all non-management residential staff applicants working with Residence Mgrs. and Residential Coordinators. Follow-up after interviews, forward documents with hiring recommendations. Track all employment offers. Liaise with Human Resources through the clearance process and scheduled date of orientation. Ensure all new staff and orientation related paperwork is completed in a timely manner and all staff paperwork is updated. Train new staff during New Staff Orientation of specifics topics, as requested. Coordinate schedule for trainers for each day and time. Schedule and ensure new staff attendance at Residential General, Medical orientation, AMAP and SCIP. Confirm completion of House Specifics Training by Residence Manager and that all staff attended. Liaise with temp staffing agencies to approve and authorize the use of temp agency staffing at each residence within budgetary guidelines. Actively track overtime, all invoices and distribution to managers. Process vouchers for timely payment to temp staffing agencies while maintaining justification for use. REQUIREMENTS: High School diploma required; some college, Bachelor's degree preferred. 2 years experience in the field of Developmental Disabilities (DD), preferably in management. 1-2 years Microsoft Office experience emphasizing Excel, data entry and tracking skills. In depth knowledge of DD staffing needs and OPWDD regulations. Well-developed organizational skills with strong attention to details. Ability to analyze budget parameters in authorizing expenditures re: temp staffing. Ability to travel to all the residences in Nassau and Suffolk County/Long Island. TO APPLY - Email resume and cover letter of interest to: jobs@catholiccharities.cc OR fax to: 516-733-7038 Please reference "Staffing & Support Facilitator" in the subject line of your email. A complete list of our job opportunities can be found on our website at www.catholiccharities.cc/careers. Catholic Charities of Long Island - An Equal Opportunity Employer

Job Location:

Amityville, New York

Duration:

Part Time, Regular

Work Days:

Monday thru Friday

How to Apply:

To apply, contact the employer in person:

Hicksville , Mini Job Fair

Thursday, July 20, 2023 From 11am - 2pm

Hicksville Career Center - 301 W. Old Country Road Hicksville, NY 11801

Web-site: <http://www.catholiccharities.cc/careers>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471030

Company Name:

SCOPE

Job Title:

Assistant Director

Minimum Experience Required:

1 year

Job Description:

SCOPE Education Services is hiring for the upcoming school year 2023-2024. Director, assistant director, and group leader positions. Part time only. Before and after school childcare. POSITION: Assistant Director: Before/After School Child Care. LOCATION: Various locations in Nassau and Suffolk County Elementary Schools. RESPONSIBILITIES: Reports to the program supervisor, assists supervisor in daily operation of the childcare program including but not limited to: supervision of children, implementation of daily activities, program planning, and implementation of behavior management. May be required to assume supervisor responsibilities in the absence of supervisor. REQUIREMENTS: Two years of college with 18 credits in Early Childhood Development, Elementary Education, Physical Education, Recreation or a related field and two year's experience working with children under the age of 13 is preferred or high school diploma with five years direct experience working with children under the age of 13. SALARY: \$18.60 per hour. PLEASE SEND COVER LETTER AND RESUME TO: Office of Human Resources SCOPE Education Services 100 Lawrence Avenue Smithtown, NY 11787 or cc@scopeonline.us

Job Location:

Nassau and Suffolk counties, New York

Pay:

\$18.60 - \$18.60 Hourly

Duration:

Part Time, Regular

Work Days:

Monday thru Friday

Minimum Education Required:

High School Diploma

How to Apply:

To apply, contact the employer by mail, by email, or on-line:

D'Allura, Meagan

100 Lawrence Avenue Smithtown, NY 11787

Email: cc@scopeonline.us

Web-site: <https://www.scopeonline.us/employment-opportunities-home-page-banner-button>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471029

Company Name:

SCOPE

Job Title:

Site Director

Minimum Experience Required:

1 year

Job Description:

SCOPE Education Services is hiring for the upcoming school year 2023-2024. Director, assistant director, and group leader positions. Part time only. Before and after school childcare. **POSITION:** Site Director: Before/After School Child Care **LOCATION:** Various locations in Nassau and Suffolk County Elementary Schools **RESPONSIBILITIES:** Directs and oversees all staff and activities at the program site including but not limited to the supervision of children (K-5), supervision and evaluation of program staff, payroll reporting, communication with parents, record keeping, ordering and inventory maintenance, and staff training and development. **REQUIREMENTS:** associate degree in early childhood development, Elementary or Physical Education, Recreation, or a related field. Alternatively, two years of college with 18 credits in Early Childhood Development, Elementary or Physical Education, Recreation or a related field. Must also have two years of experience working with children under the age of 13, including one year in a supervisory capacity. **SALARY:** \$29.00 per hour **PLEASE SEND COVER LETTER AND RESUME TO:** Office of Human Resources SCOPE Education Services 100 Lawrence Avenue Smithtown, NY 11787 or cc@scopeonline.us

Job Location:

Nassau and Suffolk counties, New York

Pay:

\$29.00 - \$29.00 Hourly

Duration:

Part Time, Regular

Work Days:

Monday thru Friday

Minimum Education Required:

High School Diploma

How to Apply:

To apply, contact the employer by mail, by email, or on-line:

D'Allura, Meagan

100 Lawrence Avenue

Smithtown, NY 11787

Email: cc@scopeonline.us

Web-site: <https://www.scopeonline.us/employment-opportunities-home-page-banner-button>

BUSINESS SERVICES

Gina Romano, Business Services Representative

JOB OPENINGS

Order Number:

NY1471031

Company Name:

SCOPE

Job Title:

Group Leader

Minimum Experience Required:

1 year

Job Description:

SCOPE Education Services is hiring for the upcoming school year 2023-2024. Director, assistant director, and group leader positions. Part time only. Before and after school childcare. POSITION: Group Leader. LOCATION: Various locations in Nassau and Suffolk County Elementary Schools. RESPONSIBILITIES: Reports to the program supervisor, assists supervisor in daily operation of the childcare program including but not limited to: supervision of children, implementation of daily activities, program planning, implementation of behavior management. REQUIREMENTS: High School Diploma or its equivalent is preferred. Candidates without a high school diploma will be considered if they have at least one year of experience working with children under the age of 13. SALARY: \$16.50/hour PLEASE SEND COVER LETTER AND RESUME TO: Office of Human Resources SCOPE Education Services 100 Lawrence Avenue Smithtown, NY 11787 or cc@scopeonline.us

Job Location:

Nassau and Suffolk counties, New York

Pay:

\$16.50 - \$16.50 Hourly

Duration:

Part Time, Regular

Work Days:

Monday thru Friday

How to Apply:

To apply, contact the employer by mail, by email, or on-line:

D'Allura, Meagan

100 Lawrence Avenue

Smithtown, NY 11787

Email: cc@scopeonline.us

Web-site: <https://www.scopeonline.us/employment-opportunities-home-page-banner-button>

BUSINESS SERVICES

Gina Romano, Business Services Representative

JOB OPENINGS

Order Number:

NY1471496

Company Name:

Stony Brook Child Care

Job Title:

Pre-School Teacher

Minimum Experience Required:

1 year

Job Description:

Minimum Experience Required: 1 year Job Description: This is an early childhood team teaching position based in a preschool multi-age grouping at Stony Brook Child Care Services, Inc. (SBCCSI). The goal is to provide high quality care and education to children ranging in age from three to five years. Additionally, the Center is a practicum site for undergraduate interns who will be supervised and mentored by this staff person. The selected candidate will be responsible for the following duties: Teaching: Provides daily care and education to meet the physical, emotional, intellectual and social needs of children in accordance with SBCCSI philosophy. Administration: Participates in administrative duties that involve scheduling, hiring, adapting curriculum, monitoring the condition of the facility and availability of supplies. Student Intern Program: Supervises and serves as a role model for undergraduate interns as well as participates in seminars and the grading process. Other duties as assigned. Job Location: Stony Brook, New York Hours per Week: 37 Duration: Full Time, Regular Shift: First (Day) Public Transportation: Information not provided. Minimum Education Required: Associates Degree

Job Location:

Stony Brook, New York

Hours per Week:

37

Duration:

Full Time, Regular

Minimum Education Required:

Associates Degree

How to Apply:

To apply, contact the employer by fax, or on-line:

Fax: Stafford, Jill (631) 632-4830

Web-site: https://stonybrook.taleo.net/careersection/2/jobdetail.ftl?job=2102065&tz=GMT-04%3A00&tzname=America%2FNew_York

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471017

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

Hospital Attendant

Job Description:

Hospital Attendant - Custodial Services - 2101526 Position Summary At Stony Brook Medicine, our Hospital Attendants are valuable members of our team, who provide routine custodial services to all patient/resident care and public areas throughout the hospital. Qualified candidates should demonstrate excellent intrapersonal skills and time management skills. They should have attention to detail and be able to work with all levels of the organization. Duties of a Hospital Attendant: -- Hospital Custodial Services may include the following but are not limited to: * Picks up and removes hazardous articles which may be on floors, furniture and equipment and places them in designated receptacles or in appropriate places. Moves furniture and equipment in connection with cleaning and care functions. * Using mops, brushes, detergents, buffers, floor scrubber and other cleaning implements, washes floors, corridors, stairs and stairwells, walls, partitions, windows from inside of building, etc. * Changes curtains and drapes and other objects as directed. * Using manual and/or mechanical equipment, strips and vacuums and waxes floors and shampoos carpets. * Using hand-operated equipment and detergents, scrubs and cleans all areas of lavatories, such as sinks, urinals, toilets, etc. * Using hand-dusting equipment, dusts assigned areas. * Using appropriate equipment such as ladders and scaffolds, washes light fixtures, replaces light bulbs, dusts and/or washes light fixtures and high places such as ceilings. * Using designated equipment, polishes wood and metal fixtures and equipment. * May set up equipment in assigned areas, conference and meeting rooms. * May work in laboratories, "clean rooms", operating rooms and other hospital areas where a high degree of cleanliness is required to minimize the possible spread of infection. * Clean discharge/transfer units in compliance with Department and Infection Control policies. * In addition to cleaning the discharge unit above, strips and remakes bed. * Compliant with Safety and Infection Control policies. This is a float position that will routinely perform work anywhere throughout the facility as needed. Qualifications Required: Ability to perform medium to heavy physical labor. Candidate required to wear N95 mask must be groomed to fit N95 mask. Preferred: Previous housekeeping/custodial experience. Previous experience working in a hospital setting and/or in the hospital industry. Possess excellent interpersonal skills, time management skills, have attention to detail and be able to work with all levels of the organization. Night shift: 11 PM to 7:30 AM. Special Notes: Resume/CV and cover letter should be included with the online application. To Apply: <https://www.stonybrookmedicine.edu/jobfair/rsvp>. RSVP for job fair on Saturday August 14 from 9 AM to 11 AM.

Job Location:

Stony Brook, New York

Shift:

Third (Night)

Minimum Education Required:

GED

How to Apply:

To apply, contact the employer on-line:

Web-site: <https://www.stonybrookmedicine.edu/jobfair/rsvp>

BUSINESS SERVICES

Gina Romano, Business Services Representative

JOB OPENINGS

Order Number:

NY1471021

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

Nursing Station Clerk

Minimum Experience Required:

1 year

Job Description:

*Stony Brook has a large number of openings for the Nursing Station Clerk position. *Although this position requires the NYS test we have been granted permission to screen and hire candidates who are test eligible. *Candidates who are test eligible and have one year of full-time clerical, secretarial, or patient care experience in a health care setting, https://www.cs.ny.gov/tsplan/tsp_display2.cfm?specCode=2506100F, and will be obligated to take the NSC Exam at a later date if hired. **If you meet this criteria, please feel free to go to our careers website at <https://www.stonybrookmedicine.edu/careers> (type in KEYWORD: NURSING STATION CLERK).

Job Location:

Stony Brook, New York

Duration:

Full Time, Regular

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <https://stonybrookphysicians.com/employment.asp>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471019

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

Billing Representative - Stony Brook

Minimum Experience Required:

2 years

Job Description:

Billing Representative Stony Brook Patient Accounts, UFPC Location East Setauket, NY Schedule FULL TIME Days and Hours Monday to Friday 830am to 500pm This position requires the incumbent to provide administrative support to CPMP. This position is essential to ensure billing and payer reimbursements are processed accurately. Job Duties and Essential Functions Prepare reconsideration to payers. Process payer rejections. Review payer payments. Complete special department physician projects. Prepare billing error corrections, refunds and itemized bills for patients and attorneys. Interact with third party payers for verification of reimbursement benefits and claim. status. Perform all other duties as assigned by management. Required Education and Qualifications. High School Diploma or GED. Minimum of two years medical billing related experience in a physicians office. Must have excellent expressive and written communication skills. Must be highly organized. Must be proficient in Microsoft Office Word and Excel. Preferred Education and Qualifications Computer literate with knowledge of medical insurance policies, reimbursement and medical terminology. Experience with insurance websites. Must be proficient in Microsoft Office Word and Excel.

Job Location:

East Setauket, NY, New York

Pay:

Starting pay not specified.

Benefits:

No benefits mentioned.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <https://stonybrookphysicians.com/employment.asp>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471007

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

Certified Nursing Assistants

Job Description:

Position Summary At Stony Brook Medicine, our Nursing Assistants are valuable members of our team, who provide empathic care to our patients, their families and visitors, with the highest degree of integrity and respect. Under the supervision of a RN, Nursing Assistants have frequent face-to-face communication with persons in care and their visitors for the purpose of conveying information on treatment procedures and visitors hours. They also attempt to encourage and support those persons who may be despondent or apprehensive. Qualified candidates will demonstrate excellent communication skills, interpersonal skills, knowledge and understanding of patient care and effectively respond to changing patient needs by making decisions based on ethical principles and adhering to our high standard of excellence. Duties of a Nursing Assistant may include the following but are not limited to: Change simple dressings as directed, give enemas, douches, and irrigations as directed. Apply hot water bottles, aqua K pads, ice bags, and coolers, and hot and cold compresses as directed. Chart and document care and/or behaviors as required. Take temperatures, pulse rates, blood pressure and respiration rate. Attend to daily living activities, personal, hygienic, and simple human needs in order to maintain in the clinical facility an atmosphere conducive to treatment and comfortable for persons in care. Feed persons requiring assistance in order to assure that such individuals receive appropriate nourishment. Bathe and dress, brush teeth and trim fingernails and toenails of persons in care. Maintain persons in care rights, dignity, and confidentiality. On occasion and in conjunction with providing care, may perform a variety of housekeeping and cleaning duties as related to direct care in order to assure that the clinical facility is clean, sanitary, orderly, and properly supplied. Qualifications NURSING ASSISTANT 1-Required Possession of or ability to acquire the necessary knowledge, skills and abilities during the probationary period. NURSING ASSISTANT 2-Required One year of satisfactory full-time experience in the provision of simple treatment and other patient care services under professional supervision. Preferred: NYS Certified Nursing Assistant license or certification from an approved certified nursing aide training program, one year of patient care experience and a High School Diploma or GED. Special Notes: Resume/CV should be included with the online application. In accordance with the New York State Department of Health (DOH) regulation that all hospitals and nursing homes "continuously require all personnel to be fully vaccinated against COVID-19," Candidates who are not already partially vaccinated must obtain the first dose of the vaccine within three (3) calendar days of acceptance of conditional job offer and must obtain any subsequent doses in accordance with the vaccine protocol. Candidates who are partially vaccinated, but not yet fully vaccinated, must complete their vaccination series within three (3) calendar days of job offer or in accordance with vaccine manufacture protocol, whichever comes later. The regulation also includes those who may be affiliated with or interact with employees of a hospital or nursing home. The regulation allows for limited exemptions with reasonable accommodations, consistent with applicable law.

Job Location:

Stony Brook, New York

How to Apply:

To apply, contact the employer on-line:

Web-site:

<https://stonybrook.taleo.net/careersection/2/jobdetail.ftl?job=2204312&tz=GMT%2B00%3A00&tzname=UTC>

BUSINESS SERVICES

Gina Romano, Business Services Representative

JOB OPENINGS

Order Number:

NY1471020

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

Senior System Engineer

Minimum Experience Required:

4 years

Job Description:

Position will require knowledge of database architecture, and experience with building and designing database structures, working in T SQL code and other programming languages to examine and understand data and business structures, test for quality assurance, and monitoring processes and performance in the database system. Required Qualifications (as evidenced by an attached resume) Bachelors Degree (foreign equivalent or higher). Four 4 years of directly related experience. Experience with SQL code. Experience working with databases and conducting data analyses. Experience designing and developing reports.

Job Location:

Stony Brook, New York

Pay:

Starting pay not specified.

Benefits:

No benefits mentioned.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <https://stonybrookphysicians.com/employment.asp>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471009

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

Surgical Technologists

Job Description:

Position Summary At Stony Brook Medicine, a TH CTS Operating Room Associate/Surgical Technologist is a valuable member of our team, who provides clinical services to our patient population; who will assist with the preoperative preparation of the patient for assigned surgical procedures including prepping and positioning the patient. Qualified candidates will demonstrate superior patient care and possess outstanding communication skills while adhering to our high standard of excellence. Duties of a TH CTS Operating Room Associate/Surgical Technologist may include but are not limited to the following: Cares for the surgical patient in an ambulatory surgical operating room setting. Assembles equipment, supplies, sutures and instruments for each assigned surgical procedure. Scrubs on the basic level procedures for all specialty services and on complex surgical procedure ensuring maintenance of the surgical field. Assists in cleaning, restocking and reconfiguring the operating room between procedures and at the completion of the schedules. Tests operational efficiency of equipment and reports problems to the Clinician or nurse manager. Assists in restocking storage and equipment supply areas. Attends in-service programs. Involved in recommendations to improve job performance and enhance patient care. Communicates instrumentation needs to CSS. Assists in preparation of equipment for special procedures. Reports/documents appropriate patient care information. Qualifications: Required Qualifications: Successful completion of a nationally accredited educational program for surgical technologists and holds and maintains a certified surgical technologist credential administered by a nationally accredited surgical technologist credentialing organization OR: Successful completion of an appropriate training program for surgical technology in the United States Army, Navy, Air Force, Marine Corps, Coast Guard or Public Health Commissioned Corps OR: May be employed to practice surgical technology during the 12 month period immediately following successful completion of a surgical technology program but may not continue to be employed beyond that period without documentation proving that the individual holds and maintains a certified surgical technologist credential. OR: Provide evidence that the individual was employed as a surgical technologist in a healthcare facility for a cumulative period of one year, occurring within the four years immediately prior to January 1, 2015. Preferred Qualifications: Acute care surgical technologist experience. Strong orthopedic and ophthalmology scrub experience. 1 year of recent OR experience.

Job Location:

Stony Brook, New York

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Duration:

Full Time, Regular

How to Apply:

To apply, contact the employer on-line:

Web-site: https://stonybrook.taleo.net/careersection/2/jobdetail.ftl?job=2202369&tz=GMT-05%3A00&tzname=America%2FNew_York

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471010

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

Patient Access Representatives (Cashier)

Minimum Experience Required:

1 year

Job Description:

Part-Time, Full-Time. All Shifts available. At Stony Brook Medicine, our Patient Access Representatives are responsible for completing varied, diverse and specialized duties to support the Revenue Cycle, Compliance and Patient Experience by accurately and efficiently completing tasks in the areas of Registration, Financial Screening and Verification and patient throughput. Qualified candidates will demonstrate excellent communication and interpersonal skills, knowledge and understanding of patient care and effectively respond to changing patient needs by making decisions based on ethical principles and adhering to our high standard of excellence. The Patient Access Representative assigned to the Cashier Office is a key member of the Patient Access Services team, ensuring that patient valuables are collected, documented, secured and released in accordance with policy and compliance standards. The Cashier Representative is responsible for collecting patient balances due in our electronic POS payment system. The Cashier may also assist with securing regulatory signatures, and/or completing varied registration worklists. This role requires professional interaction with all hospital and clinical staff and facilitates a positive experience in all patient encounters. Duties of a Patient Access Cashier may include the following but are not limited to: Receive and release petty cash bags to Patient Access Registrars. Reconcile petty cash bags to ensure that issued amount is consistently maintained. Responsible for collection and posting of applicable copayments, self-pay deposits or private room charges in the electronic POS Payment System. Verify monies received from Ancillary Departments and prepare daily deposit. Accepts patient valuable envelopes brought to the Emergency Dept. or Hospital Main Cashier by registration or nursing personnel and validates content list. Responsible for verification and accurate documentation of patient valuables collected. Ensure proper storage and release. Escalate discrepancies to Senior Manager. Conduct secured valuable inventory audits. Follow policy and procedure for management of unreleased valuables. When appropriate, provide parking validation to patients and visitors and employees. Assist in securing verbal consents for isolation patients to ensure regulatory compliance. Complete worklist tasks as assigned. Communicate professionally with colleagues, patients and answer calls directed to the Cashier Office. Secure Cisco telephones used by Emergency Department Registrars. Maintain phone assignment logs. Qualifications: Required Qualifications: Associates Degree with one year working experience in banking, cashiering, or customer service. In lieu of degree, two years' experience working in banking, cashiering, or customer service. Excellence in verbal and written communication, computing and multi-tasking skills. Proficiency in Microsoft Office Suite: Excel, PowerPoint, and Word. Ability to work with multidisciplinary teams. Preferred Qualifications: Experience working in a hospital or other healthcare setting.

Job Location:

Stony Brook, New York

Minimum Education Required:

Associates Degree

How to Apply:

To apply, contact the employer on-line:

Web-site: https://stonybrook.taleo.net/careersection/2/jobdetail.ftl?job=2204205&tz=GMT-05%3A00&tzname=America%2FNew_York

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471012

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

RN's and LPN's

Job Description:

At Stony Brook Medicine, our Nursing positions are valuable members of our team, who provide empathic care to our patients, their families, and visitors, with the highest degree of integrity and respect. Under the supervision of a RN, Nursing Assistants have frequent face-to-face communication with persons in care and their visitors for the purpose of conveying information on treatment procedures and visitors' hours. They also attempt to encourage and support those persons who may be despondent or apprehensive. Qualified candidates will demonstrate excellent communication skills, interpersonal skills, knowledge and understanding of patient care and effectively respond to changing patient needs by making decisions based on ethical principles and adhering to our high standard of excellence. Duties of a Nursing Assistant may include the following but are not limited to: Change simple dressings as directed, give enemas, douches, and irrigations as directed. Apply hot water bottles, aqua K pads, ice bags, and coolers, and hot and cold compresses as directed. Chart and document care and/or behaviors as required. Take temperatures, pulse rates, blood pressure and respiration rate. Attend to daily living activities, personal, hygienic, and simple human needs in order to maintain in the clinical facility an atmosphere conducive to treatment and comfortable for persons in care. Feed persons requiring assistance in order to assure that such individuals receive appropriate nourishment. Bathe and dress, brush teeth and trim fingernails and toenails of persons in care. Maintain persons in care rights, dignity, and confidentiality. On occasion and in conjunction with providing care, may perform a variety of housekeeping and cleaning duties as related to direct care in order to assure that the clinical facility is clean, sanitary, orderly, and properly supplied.

Job Location:

Stony Brook, New York

Minimum Education Required:

Bachelor's Degree

How to Apply:

To apply, contact the employer, by email, or on-line:

Email: lynne.alba@stonybrookmedicine.edu

Web-site: <https://stonybrookphysicians.com/employment.asp>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471013

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

Cleaners

Job Description:

At Stony Brook Medicine, our Cleaners are responsible for the cleaning, maintenance, and care of the Health Sciences Center and adjacent grounds and sidewalks. Qualified candidates should demonstrate excellent intrapersonal skills and time management skills. They should have attention to detail and be able to work with all levels of the organization. Duties of a Cleaner may include the following but are not limited to: Washes floors, corridors, stairs and stairwells, walls, partitions, windows from the inside or outside of buildings using mops, brushes, detergents, buffers, floor scrubbers and other cleaning implements. Collects, transports and disposes of medical waste or spoiled linens in accordance with cleaning procedures. Strips and waxes floors; vacuums and shampoos carpets; and dusts assigned areas using manual or mechanical equipment. Cleans and scrubs all areas of lavatories and locker rooms, such as sinks, urinals, toilets, showers, shower walls and drains, tile floors, and locker room common areas. Cleans and polishes furniture, metal fixtures and equipment. Removes hazardous articles on floors, furniture and equipment and places them in designated receptacles or in appropriate places. Moves furniture and equipment in connection with cleaning activities, or sets up for meetings or special events. Changes curtains and drapes and hangs pictures and other decorative objects. Empties trash, recyclables and waste in accordance with cleaning schedule. Assembles cleaning cart to conform to assigned cleaning duties, and mixes and properly dilutes cleaning solutions in accordance with manufacturer directions. Wears appropriate protective clothing and other specialized protective equipment as required by the cleaning assignments. Checks supplies and equipment functioning and notifies supervisor of low supply levels, equipment malfunction and building maintenance issues noted during cleaning. May be assigned to remove snow and salt walkways; clean sidewalks, yards, and drives; and mows lawns with manual or mechanical equipment. May be assigned to laboratories, clean rooms, operating rooms, or hospital, school or custodial care settings that require a high degree of cleanliness and disinfectant processes that must be followed to minimize the spread of infection.

Job Location:

Stony Brook, New York

Duration:

Full Time, Regular

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer, by email, or on-line:

Email: lynne.alba@stonybrookmedicine.edu

Web-site: <https://stonybrookphysicians.com/employment.asp>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471014

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

Transport Supervisor

Job Description:

At Stony Brook Medicine, our Transport Supervisor is responsible for the Supervision of Distribution Services staff, dispatching of transport requests using the Capacity Management program. They supervise and counsel staff to ensure that Distribution Services staff are in compliance with all departmental University/Hospital policies and procedures. Qualified candidates will demonstrate superior communication and organization skills while adhering to our high standard of excellence. Duties of the Transport Supervisor may include the following but are not limited to: Dispatch all patient and equipment requests for all Clinical and non-Clinical departments within the hospital. Follow-up with Transporter and provide feedback on Quality Measures to ensure Transports are completed in a professional and efficient manner. Answer Department telephone and provide feedback to caller about delays and obstacles in patient and equipment deliveries. Supervise and Counsel staff as needed. Complete Staff Schedules and Timesheets are required. Track all Fix as Fail equipment repairs utilizing MS Excel completed by the contracted vendor and verify correct and timely completion of repair ticket. Daily tracking of Patient Belongings and service issues, purge older belongings and maintain MS Access Database. Issue staff uniforms and maintain inventory as needed. Collaborate on Department Policies and Procedures for the safe and efficient patient transport, equipment delivery and Recycling department. Run and Print necessary Capacity Management Reports are needed, export data into MS Excel Spreadsheet and report to Department Manager department performance indicators and plans for improvement

Job Location:

Stony Brook, New York

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer, by email, or on-line:

Email: lynne.alba@stonybrookmedicine.edu

Web-site: <https://stonybrookphysicians.com/employment.asp>

BUSINESS SERVICES

Gina Romano, Business Services Representative



JOB OPENINGS

Order Number:

NY1471018

Company Name:

Stony Brook Medicine (University Hospital)

Job Title:

Customer Service Representatives

Minimum Experience Required:

2 years

Job Description:

This position requires the incumbent to provide administrative support to CPMP. This position is essential to ensure billing corrections and payer payments are completed accurately. Job Duties and Essential Functions: Interact with patients to review billing questions and outstanding bills. Update demographic and financial information in billing system. Collect credit card and check payments via the telephone. Establish payment arrangements. Process registration interfaces and returned mail. Complete special department physician projects. Prepare billing error corrections, refunds and itemized bills for patients and attorneys. Interact with third party payers for eligibility verification. Perform all other duties as assigned by management. Required Education and Qualifications: High School Diploma or GED. Minimum of two years medical billing related experience in a physician's office or graduation from a medical billing program. Must have excellent expressive and written communication skills Must be highly organized. Must be proficient in Microsoft Office Word and Excel. Heavy telephone experience. Preferred Qualifications Computer literate with knowledge of medical insurance policies, reimbursement, and medical terminology. Experience with insurance websites.

Job Location:

East Setauket, New York

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <https://stonybrookphysicians.com/employment.asp>

BUSINESS SERVICES

Gina Romano, Business Services Representative